Capacity Management is an application used to facilitate efficient patient flow throughout the organization. For the Emergency Department, the process begins when the clinician makes the decision to admit the patient or send the patient to surgery.

Decision/Request to Admit

When a provider deems admission is appropriate for patient care, the order must be placed.

STEP 1: Right-click the patient's row in **LaunchPoint**.

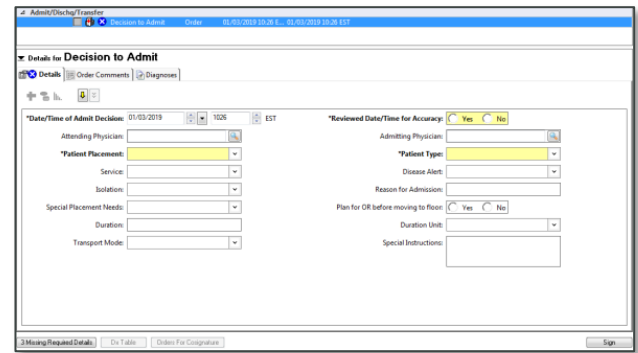**STEP 2:** Select the appropriate admission notice.

- MCH ED Providers will use **Request for Admit**.
- All other NLH Providers will use **Decision to Admit**.

STEP 3: Enter details of decision.

NOTE: Reviewed Date/Time for Accuracy, Patient Placement, and Type are required fields. This information will assist in proper placement of the patient within the facility.

STEP 4: **Sign** the order.

- Upon signing, the bed icon appears on LaunchPoint in the status column as a visual cue to ED staff the patient will be admitted.
    - The patient will also appear on the Transfer List within Capacity Management for the Bed Manager to assign a bed.
- Once a bed has been assigned, the status column will show the destination unit. Staff can hover to see the destination.

Decision for Surgery

If a patient requires surgical intervention, providers will place the **Decision for Surgery** to facilitate patient flow from the ED.

STEP 1: Navigate to the **Quick Order** page.

STEP 2: Select **Decision for Surgery**.

STEP 3: Enter details of placement and type.

STEP 4: **Sign** the order.